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## TRANSPORTATION AUTHORITY OF MARIN PROGRAMMING MANAGER

The **Programming Manager** administers all programming processes for the Transportation Authority of Marin (TAM). This position assesses federal, state, and regional laws, regulations, policies and procedures and complies with requirements thereof on the programming assignment of various fund sources under TAM's purview. Close coordination is required with regional authorities such as Caltrans and MTC as well as sister agencies such as the Marin County Transit District, the County of Marin, and Marin's eleven cities and towns.

This is a working management position that conducts complex analysis, develops programs of projects, and completes grant applications for in-house projects as well as assisting sister agencies with related grant application processes. The incumbent serves as part of the TAM management team. The position represents TAM and its member agencies on transportation matters to the public, other governmental agencies, community groups and transportation organizations. The position performs ongoing monitoring of TAM's recipients of funds to ensure compliance with federal, state, and regional fund requirements, so that no funds are lost to TAM.

Typical duties include:

- Develop and manage a variety of local, regional, state and federal fund programming processes and documents, including TDA Article 3, TFCA 40% funds, RTIP and ITIP, County TE, County Bike/Ped, County TLC/HIP, federal Local Street and Road rehab funds, federal earmarks, Measure A funds., and Regional Measure 2 funds.
- Develop TAM grant applications; assist with and provide information to local cities on federal, state, and regional grant application; coordinate local agency grant submittals to statewide and regional programs.
- Manage TAM's Measure A Strategic Plan updates; assure ongoing adherence to Strategic Plan policies, procedures, and performance objectives.
- Manage Measure A application, allocation, and funding agreement process.
- Track legislation affecting funding and provide direction on appropriate next steps.
- Track and respond to new or revised programming requirements on fund sources.

- Perform monitoring and reporting of fund sources.
- Assure adherence to SB 45 and AB 1012 deadlines; assures no funds are lost to TAM.
- Coordinate with regional, county and special district representatives on transportation programming issues.
- Manage and direct the work of professional and technical staff and consultants.
- Oversee Program of RM2 funds; manages monitoring and reporting requirements.
- Manage processes necessary to meet MTC's RTP and TIP update requirements.
- Participate in statewide and regional committees related to transportation programming.

## **COMPENSATION AND BENEFITS**

\$8,597-\$10,479 a month

A comprehensive benefits package is offered and includes extensive health, dental and vision care, and retirement system membership. This is a permanent full-time, exempt position.

## **THE ORGANIZATION**

Created in 2004 by the Marin County Board of Supervisors pursuant to the California Public Utilities Code, the Authority was established to administer the Transportation Sales Tax Expenditure Plan approved by Marin voters in November 2004, as well as to serve as the designated Congestion Management Agency for the County.

TAM's sales tax role stems from a four year planning effort by community leaders with extensive input by the public, the County, cities, and towns, and diverse community interests groups that resulted in the development of a Transportation Sales Tax Expenditure Plan. The Plan has a single goal:

**To improve mobility and reduce congestion in Marin County by providing a variety of high quality transportation options designed to meet local needs.**

A special tax measure by the Transportation Authority of Marin was passed in 2004 to implement a 20-year Transportation Plan. Measure A increased the countywide sales tax rate from 7.25% to 7.75% beginning April 1, 2005 with the proceeds from increased sales tax earmarked specifically for the projects outlined in the Transportation Expenditure Plan.

The Authority's Board of Commissioners appointed the Executive Director as the Authority's first employee in August of 2005. Temporary administrative, legal and support services as well as operating space are currently being provided via Marin County. Efforts are underway to independently establish these services for the Authority. Don't miss this exciting opportunity to be in on the ground floor of developing and growing this transportation agency!

## **THE COMMUNITY**

**Marin County** is located north of San Francisco, just across the Golden Gate Bridge. The Mediterranean climate along with the commitment to open space, make it one of the most enjoyable living areas in the country. The county seat of Marin County is San Rafael and is easily accessible from all parts of the Bay Area.

### **IDEAL CANDIDATE**

The successful candidate will demonstrate strong problem solving skills and the initiative to develop, establish, and maintain best practices in the financial management of a transportation agency. In addition, this candidate will possess the ability to effectively develop and establish systems related to comprehensive fiscal management, sound financial strategic planning, as well as perform and manage accounting processes including strong skills in computer database and spreadsheet software.

#### **Further, the ideal candidate will possess knowledge of:**

- Principles, practices, and techniques of transportation programming and finance.
- Sources of information regarding transportation funding requirements
- Principles and practices of program management and control.
- Policies affecting transportation programs and agency roles.
- Inter-relationships among government agencies and transportation needs and challenges of local agencies.
- Principles and techniques of analysis, including spread sheets and database analysis and management.
- Principles and practices of personnel management supervision.

#### **And the ability to:**

- Interpret, apply and explain laws, rules, regulations and policies.
- Define problems, collect, analyze, interpret and evaluate data, define alternatives and project consequences.
- Manage numerous simultaneous assignments in a timely manner, with limited supervision.
- Prepare clear, concise and accurate reports and correspondence.
- Understand and explain fund programming information and recommendations to non-technical personnel.
- Exercise tact and courtesy in working with members of the general public and local agencies.
- Deal effectively with Authority Board members, other government officials, professional and technical colleagues and staff.
- Prepare and make presentations to a wide variety of audiences.

### **Specific Qualification Requirements:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Five years of professional experience in public or consultant funding and implementation of transportation projects, with at least two years of management or supervision experience.

**Training:**

Equivalent to completion of an undergraduate degree in an appropriate discipline such as transportation planning, city and regional planning, civil engineering, economics, or public administration, or a related field.

**License or Certificate:**

Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

To be considered for this position, please submit a resume, and cover letter including current salary, answers to the supplemental questions, and the names of three work related references directly to:

Transportation Authority of Marin  
c/o Papworth Consulting  
2230 Santa Fe Drive  
Santa Rosa, CA 95405  
Email: [gailpap@sonic.net](mailto:gailpap@sonic.net)  
FAX: 707-573-1215

For information call 707-799-3575 or visit:  
website: [www.tam.ca.gov](http://www.tam.ca.gov)

**Filing Deadline: April 18, 2006 by 5:00 p.m.**

A screening committee will evaluate the resumes and supplemental question responses. The candidates with the most relevant qualifications will be invited to participate in preliminary interviews. Candidates appearing best suited will be invited to participate in a series of interviews. Subsequent testing may be included in the selection process which can include writing skills, word processing software, spreadsheet and financial analysis calculations. An offer of appointment is anticipated by early April following full reference and background checks, and a final interview with the Executive Director.

The Transportation Authority of Marin is an Equal Opportunity Employer. Only individuals lawfully authorized to work in the United States will be hired.

**TRANSPORTATION AUTHORITY OF MARIN  
PROGRAMMING MANAGER**

**Supplemental Questionnaire**

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the hiring process will be based on an evaluation of your resume and your response to these supplemental questions. Resumes received without a supplemental question response will be not considered.

These questions are designed to help you present your qualifications for this position. Your responses will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise and specific. Clarity and completeness of answers are factors which will be considered in the evaluation process.

Answer each numbered item separately and indicate the corresponding item number for each response. You may use additional pages as necessary, but try to limit your responses to no more than one page per question. You may also include multiple responses on a single page. Be sure to indicate your name on each additional page. When describing your experience, please confine your remarks to work which you personally performed and, where possible, provide examples which demonstrate your highest level of technical expertise.

1. Give an example of managing a new funding source including 1) development of procedures, 2) communication with eligible agencies, and 3) what issues and problems came up and how they were solved.
2. Describe your experience addressing a funding shortfall situation on a critical program and project and how the shortfall was solved.
3. Describe your experience working with Boards, Commissions, Citizen Advisory Groups, and/or Councils and describe your role and responsibilities with each.

Please sign the following certification: I certify that all statements made in response to this supplemental questionnaire are true, and I agree and understand that misstatements or omissions of material fact may forfeit my rights to employment with the Transportation Authority of Marin.

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Signature

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Date